

9 May 1950

MEMORANDUM FOR: CHIEF, TRAINING DIVISION

SUBJECT: Preparation of Outlines, Manuscripts, and Transcriptions of Lectures

1. Following your directive, several months ago I instructed the chief instructors in the Staff Training Branch to gradually prepare lecture outlines, transcripts, and where feasible, start with the preparation of word by word manuscripts. I am submitting the attached materials with the purpose to indicate to you the status of this project. It has been carried out in addition to the training and evaluation work by sections which are still more or less suffering from the lack of man power.

2. Although the project is not completed, I have asked the chief instructors of the SOC, OC, and AOC to submit to me the materials prepared so far in order to allow me to demonstrate to you that your directive has been executed with a positive approach.

3. The attached memoranda by the chief instructors of the SOC, OC, and AOC are self-explanatory. I have not yet discussed them with the originators, since I am most anxious to submit to you this status report immediately. The AOC is behind the other courses in the preparation of materials due to the lack of man power and the considerable employment of guest speakers.

4. All materials produced so far for each course have been coordinated as to content by the chief instructors responsible. After the missing outlines, transcripts, and manuscripts have been assembled, final editing as to uniform organization, terminology, and language will be necessary. This editing should be undertaken by staff instructors attached to the particular courses.

5. Before the complete collection of edited materials are reproduced for record and review purposes, I intend to review them for policy content and close coordination between the three courses of Common Instruction.

Chief, Staff Training Branch

## Attachments

CONFIDENTIAL

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